

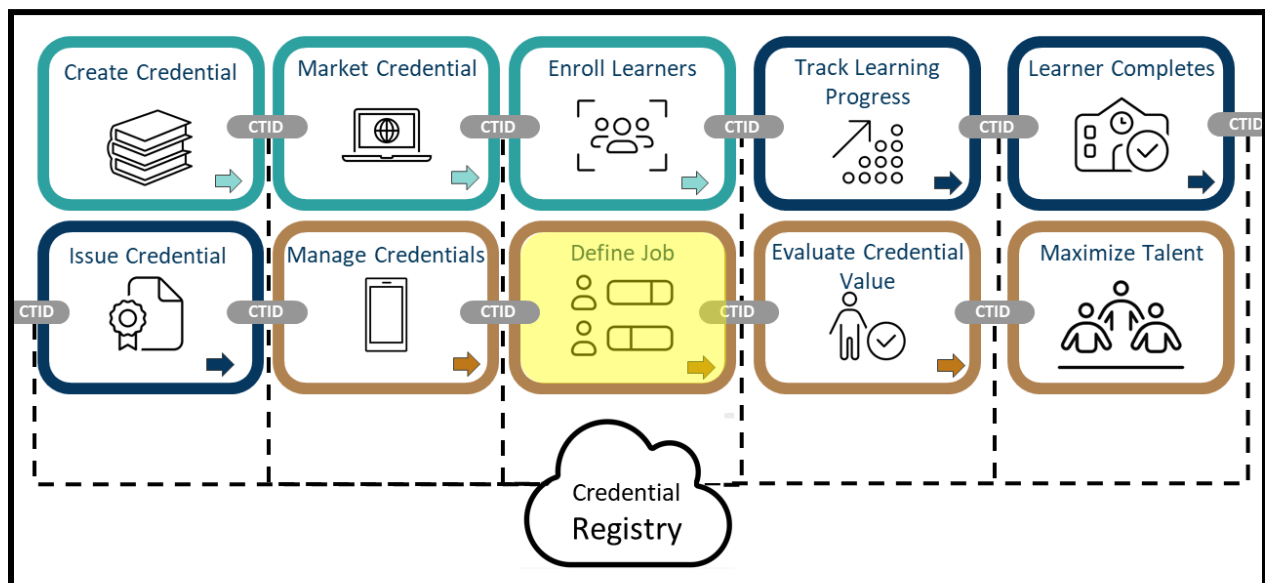


Lifecycle Phase: Define Job

The Credential Transparency Description Language (CTDL) not only clarifies the meaning and value of credentials but also plays a crucial role in defining jobs using the same open data strategy. This methodology enables employers and workforce agencies to align job descriptions with necessary qualifications and skills, streamlining the hiring process by simplifying how organizations articulate job requirements.

Workforce agencies, HR professionals, and hiring managers utilize CTDL to specify their employment needs precisely. They can publish detailed job and role information on the Credential Registry, which provides potential employees with a clear understanding of the required qualifications for specific careers. Moreover, CTDL supports fair and equitable hiring practices by emphasizing competencies and skills in addition to educational credentials.

Define Job in the Context of Credential Lifecycle Phases



Credential Transparency Description Language (CTDL): Key Data

- **Occupation:** Profession, trade, or career field that may involve training and/or a formal qualification.
- **Job:** A set of responsibilities based on work roles within an occupation as defined by an employer. It acts as a template for specific job postings or openings.
- **Work role:** Collection of tasks and competencies that define a particular function in one or more jobs.
- **Task:** A specific activity related to performing a function or achieving a goal.

Call to Action for Using CTDL When Defining a Job

- HR professionals are encouraged to establish a consistent organizational process for defining jobs in CTDL format and publishing them to the Credential Registry. This includes making key connections between jobs, credentials, occupations, work roles, tasks, and competencies.

Define Job: Who, What, and Where

Who	What (CTDL terms)	Where
Career planners	Job, pathway, competency	Career planning tools
Job applicants	CTID, job, credential, competency	Applicant tracking systems
HR leadership	CTID, organization, occupation, industry, credential, job, requirements, pathway	Applicant tracking systems, HR management
Hiring managers	Job, requirements, work roles, tasks, competencies	Applicant tracking systems
HR tech product owners	CTID	Private products

Key Questions to Address

- Which CTDL-defined occupations, specializations, and industries does this job relate to?
- What CTDL credential types, years of experience, and competencies are required to qualify for a job?
- Are there any CTDL jurisdiction restrictions for this job, such as a specific state license?
- How do the job's requirements compare with similar jobs published in the Credential Registry?
- What work roles and tasks will this job involve as defined by CTDL?
- Are the key competencies for important tasks specified in CTDL terms?
- Are the training, certifications, or growth opportunities within the company for a person with this job defined as a CTDL career pathway?

Important Uses

- **Linking jobs to education and work context:** Multiple CTDL terms can be used to provide context for a job, including occupation, industry, work role, task, and competencies. This helps applicants highlight their most relevant achievements for a job.
- **Competency-based job requirements:** Specifying competencies as job requirements broadens the pool of potential applicants, including those from underrepresented groups and non-traditional backgrounds.

- **Internal job postings:** Competencies required for specific tasks may be grouped into work roles and jobs for internal use.
- **Competency and Skill Alignment:** Analyzing important work roles and tasks for a job for requisite knowledge and skills allows these to be articulated as competencies, helping applicants target positions that utilize their strengths.

